

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

Future Leaders Exchange (FLEX) Civic Education Workshop **ECA/PE/C/PY-11-16**

Office of Citizen Exchanges Youth Programs Division

The POGI guidelines apply specifically to the Request for Grant Proposals (RFGP) issued by the Office of Citizen Exchange's Youth Programs Division to administer the 2011 Future Leaders Exchange (FLEX) Civic Education Workshop. Proposals must conform to the RFGP, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the accompanying RFGP, the RFGP is to be the dominant reference.

I. STATEMENT OF WORK

Responsibilities for this program include:

A. Coordinating Workshop Logistics: Provide a plan to coordinate the following for approximately 100 participants from the Academic Year (AY) 2010-11 FLEX students:

- 1) Round-trip travel from their respective host communities to Washington, D.C. (in collaboration with the placement organizations).
- 2) Local ground transportation
- 3) Accommodations and meals

B. Developing Workshop Content & Activities: Design and plan activities that provide a substantive program on civic education and leadership through both academic and extracurricular components. These will include:

- 1) Arranging a meeting between each student and the office of a member of Congress (Senator or Representative) for his/her host family, based on a list provided by the Bureau. This will include sending letters to the Members in advance to set up the meetings. Students from the same state and/or district may go together to visit the same Congressional Member, and one letter to the appropriate Member may cover all such students in these cases. Ensuring that students will primarily present themselves as representatives of a Department of State program.
- 2) Arranging for an address by a Congressional Member or other high-

- ranking governmental official.
- 3) Arranging a meeting for participants at State Department headquarters where they may be addressed by high-ranking Department officials.
- 4) Arranging for addresses by and dialogues with speakers representing relevant organizations/institutions.
- C. Selecting and Training Workshop Staff and Chaperones: *Practices and procedures for training and monitoring officers, employees, and volunteers, and third parties acting on their behalf who are involved in the administration of the FLEX Civic Education Program must meet the Exchange Visitor Program regulations for the secondary school student category, i.e., 22 CFR 62.25(d)(1): "Sponsors must ensure that all officers, employees, representatives, agents, and volunteers acting on their behalf ... [a]re adequately trained and supervised and that any such person in direct personal contact with exchange students has been vetted through a criminal background check."*
- D. Conducting Staff Training: Design and provide a plan for the orientation of Workshop staff. This plan should include information on Eurasia and cross-cultural communication.
- E. Developing Participant Capacity: Include a plan to prepare participants to prepare them to go back to their host communities in the United States and provide them with ideas and strategies they can apply in their home countries when they return at the end of their exchange. This includes developing and distributing materials that will be useful in promoting the goals of the program and may include sending relevant materials to participants in advance of the workshop.
- F. Developing Evaluation and Follow-on Plan: Design and implement an evaluation plan that assesses the impact of the workshop.
- G. Developing Ideas for Follow-on Activities: Activities to be conducted in participant home countries following their return will be designed in cooperation with the Youth Programs Division. Activities will reinforce values and skills imparted during the U.S. program.
- H. Providing emergency services, as needed (participants will be covered by health insurance through policies with their placement organizations).
- I. Providing timely progress, financial, and program reports to ECA.
- J. Providing fiscal management of all accounting and contractual relations.

II. PROGRAM SPECIFIC GUIDELINES

The goals of the program are:

- A. To examine American federalism and the relationship between the federal government and the state and local governments. This examination should expose students to U.S. political processes and the basic principles of the American political system as found in the U.S. Constitution and the legal foundations of the

- republic;
- B. To provide an opportunity for participants to gain a broader understanding of democratic concepts and values integral to American society and culture. These should include citizen empowerment, volunteerism and community action, consensus building and tolerance, and respect for the rights of others in a multicultural, multiethnic society;
 - C. To look at citizen participation in government on a national level and to consider models of effective leadership in government, in the political process, and in the private sector. In this regard, the workshop will provide participants with tools to assist them in making positive contributions to their communities when they return home;
 - D. To explore the role of the media in a democratic society; and,
 - E. To expose students to the U.S. foreign policy decision-making process, particularly as it relates to the countries of Eurasia.

Selection: An open, merit-based essay contest to select the participants based on their appropriateness for the workshop is conducted under a separate grant. Under that grant, participants are selected from current academic year FLEX students who demonstrate the following characteristics: leadership aptitude, flexibility, maturity, integrity, social skills, and open-mindedness. All essays submitted by the deadline date will be reviewed by an independent and objective group of evaluators, specially trained by another grantee organization. Names of the essay contest winners will be provided to the Civic Education Workshops grantee organization. The grantee organization will work closely with the Youth Programs Division to ensure information regarding logistics and scheduling is shared in a timely and effective manner.

Site: The workshop must be based in the National Capital Area so that the participants are in close proximity to Washington, D.C. The Bureau encourages applicants to consider proximity to sites of historical or cultural interest, access to organizations that can conduct appropriate seminars, and representation of the geographic and ethnic diversity of the National Capital Area when choosing the workshop site.

U.S.-based travel: The grantee organization will arrange and pay for the workshop participants' round-trip domestic travel to the National Capital Area. You should indicate the arrival airport(s) in the proposal. You are expected to consult with the Youth Programs Division about specific dates and travel itineraries when the workshop draws closer. The grantee organization is also responsible for providing local transportation (including airport transfers) for participants during the National Capital Area-based workshop.

Housing: A dormitory or hotel is an acceptable housing arrangement for this program, provided the participants are chaperoned.

Program Content: The program should focus primarily on interactive seminars, practical experiences, and other hands-on opportunities to learn about the fundamentals of citizen empowerment, volunteerism and community action, the role of the media in a democratic society, the U.S. presidential election process, federalism, free speech and debate, and the realities of modern American politics and American Foreign Policy. Cultural and recreational activities should balance the schedule.

The grantee organization will conduct a welcome session for the participants upon arrival in the National Capital Area to introduce participants to the program, and establish expectations. Beyond the academic seminars that focus on the aspects of civic education mentioned above, the grantee organization must:

- 1) Coordinate with the Bureau in arranging a meeting between each student and the office of a member of Congress (Senator or Representative) for his/her host family, based on a list provided by the Bureau. This will include sending letters to the Members in advance to set up the meetings. Students from the same state and/or district may go together to visit the same Congressional Member, and one letter to the appropriate Member may cover all such students in these cases;
- 2) Coordinate with the Bureau in arranging for an address by a Congressional Member or other high-ranking governmental official;
- 3) Coordinate with the Bureau to arrange a meeting for participants at State Department headquarters where they may be addressed by high-ranking Department officials;
- 4) Arrange for meetings with representatives of relevant organizations/institutions; and,
- 5) Ensure that students are adequately prepared to present themselves as representatives of a Department of State program. The grantee organization will also host a closing event just prior to departure that will focus on summarizing the experience, developing plans for activities at home, and preparing for return to their host communities.

Where possible, the delegation should be divided into smaller groups for most activities so that participants receive adequate personal attention and logistics are easier to manage. Groups should be mixed by ethnicity, gender, and hometown (although students and teachers from the same city should have time to work together in planning for the return home).

The participants should be assisted with developing projects that foster a better understanding of the required concepts mentioned above that will aid them in making positive contributions to their communities upon their return home. The ideas and plans should spring from the participants, but the grantee organization staff should be prepared to assist the participants in developing these plans both during the U.S.-based project and during follow-on activities.

Follow-on Activities: The proposal should include a commitment to ECA's general policy on Alumni Outreach/Follow-on and Engagement, as referenced on pages 8-9 in the Proposal Submission Instructions (PSI).

Evaluation: The Government Performance and Results Act (GPRA) of 1993 requires that federal agencies measure the results of their programs in meeting performance goals. The proposal should demonstrate your plan to measure the long-term impact of the program. A pre and post program survey should be developed and administered. The surveys should assess the impact of the workshop on the participants, determine how their attitudes have changed, and evaluate the acquisition of knowledge and skills associated with civic action and civil society.

Note: All printed materials, electronic, Internet, and formal oral communications should acknowledge the role of the U.S. Department of State's Bureau of Educational and Cultural Affairs. Drafts of printed materials developed for this program should be submitted to the Youth Programs Division for review and distribution as they see fit. Copies of materials given to and prepared by the students should be provided to the ECA program officer in a timely fashion.

III. PROPOSAL CONTENTS

Applicants should submit a proposal describing the program in a convincing and comprehensive manner. Since there is no opportunity for you to meet with reviewing officials, the proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

Proposals should address succinctly, but completely, the elements described below and must follow all format requirements.

NOTE: Proposals submitted through Grants.gov may be submitted only in the following formats:

- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF)
- ASCII Text
- Joint Photographic Experts Group (JPEG images)

Proposals should include the following items:

TAB A - Application for Federal Assistance Cover Sheet (SF-424)

TAB B - Executive Summary

In one double-spaced page, provide the following information about the project:

1. Name of organization/participating institutions
2. Beginning and ending dates of the program
3. Proposed theme

4. Nature of activity
5. Funding level requested from the Bureau, total program cost, total cost-sharing from applicant and other sources
6. Scope and Goals
 - a. Number and description of participants
 - b. Wider audience benefiting from program (overall impact)
 - c. Geographic diversity of program, both U.S. and overseas
 - d. Topics covered
 - e. Anticipated results (short and long-term)

TAB C

Calendar of activities/itinerary

Narrative

In not more than 20 double-spaced, single-sided pages, provide a detailed description of the project addressing the areas listed below.

1. Vision

Describe the project objectives and the desired outcomes, (i.e., the knowledge, skills, and attitudinal and behavioral changes the participants will acquire), and how they relate to those stated in the solicitation.
2. Participating Organizations

Identify any participating organizations for the program, their roles, and the reasons that the applicant included them.

 - a) Describe the likely venue for major workshop components
 - b) Describe how speakers, group leaders, discussion leaders, etc. will be recruited, selected and briefed.
3. Program Activities

Describe the one-week program that will be offered, as well as the preparations for the arrival of the delegation, program activities, including staff orientation (describe how and when your organization's staff will be trained, particularly with regard to Eurasian cultural, historical, and contemporary political and foreign policy issues), the opening and closing sessions, educational program (describe the topics, themes, and issues to be presented, and the format for presentation and discussion), site visits/meetings, and cultural enhancement activities.

 - a) Identify how and where the students will be lodged and fed, and describe how students will be monitored during off-program hours.
 - b) Describe cultural and social activities that will complement the substantive programming and how these will fit into the overall context of the program
 - c) Describe transportation arrangements including airport meetings and travel to and from workshop activities
 - d) Describe how the workshop participants will be prepared to re-enter

- their American host communities.
- e) Describe the session where students will be provided with skills and tools to take back to their home countries. Explain the difference between skills and tools, and provide at least one example of each. Provide assurance of a comprehensive session that will enable students to fully understand how they can best use these new skills and tools in their respective home countries.
4. Work Plan and Schedule
- Outline the phases of the project planning and implementation and provide a proposed schedule/itinerary of the project that outlines daily activities during the U.S. exchange. A detailed schedule must be included as an appendix under Tab E.
5. Program Monitoring and Evaluation
- Describe how the project and participant progress will be monitored. The applicant must also include a plan describing how success in meeting the stated goals of the program will be measured and reported. ECA recommends that the proposal include draft pre- and post-program survey questionnaires or other techniques.
6. Diversity
- Describe how you will ensure that the diversity of the United States (i.e. ethnic/racial, gender, socio-economic, religious, political viewpoint, etc.), is represented in program sessions and site visits.
7. Institutional Capacity and Project Management
- Describe your organizational capacity and identify the specific individuals who will be responsible for the planning and delivery of this program; a section dedicated to “lessons learned” is required.

TAB D - Budget Submission

- 1.) Budget Information – Non-Construction Programs (SF-424A)
- 2.) Detailed Budget (list allowable costs and any other program specific budget issues.)

Pending the availability of FY 2011 funds, the Bureau anticipates awarding one grant in an amount up to \$184,000 to support the project and administrative costs necessary to implement the FY 2011 funded program. Please include a completed SF424A form along with comprehensive line item budgets, as stated in the Proposal Submission Instructions. An explanatory budget narrative must also be included. For clarification, applicants may provide separate sub-budgets for each program component, phase, location, or activity.

Eligible costs include:

- a) Civic education programming for approximately 100 FLEX students from across the U.S.
- b) Honoraria for speakers
- c) Lodging
- d) Food
- e) Enhancement and cultural programming
- f) Health services (this is separate from individual student health insurance)
- g) Security services
- h) Round-trip transportation for all Workshop participants from their host communities to Washington, D.C.
- i) Local transportation in the Washington, D.C., area (including airport transfers)
- j) Materials
- k) Staffing
- l) Additional administrative expenses

Cost sharing is looked upon very favorably. Cost sharing may be in the form of allowable direct or indirect costs. The grantee organization must maintain written records to support all allowable costs that are claimed as being its contribution to the program, as well as any cost to be paid by the Federal government. Such records are subject to audit. The basis of determining the value of cash and in-kind contributions must be in accordance with OMB Circular A110, Attachment E—Cost sharing—and matching should be described in the proposal.

Administrative expenses should be justified in the budget narrative.

TAB E

Letters of endorsement or commitment from program partners

Resumes

Resumes of all program staff should be included in the submission. No resume should exceed two pages.

TAB F

1.) SF-424B, “Assurances - Nonconstruction Programs”.

2.) First time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from the Bureau during the past three (3) years, must submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. Note: The Bureau retains the right to

ask for additional documentation of those items included on this form.

3.) **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.

Those who do not file IRS Form 990 must submit information above in the format of their choice.

As part of final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

4.) Include other attachments, if applicable, i.e. the SF-LLL form, etc.

IV. REVIEW PROCESS

Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards (grants or cooperative agreements) resides with the Bureau's Grants Officer. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and availability of funds.

The submission will be reviewed with the review criteria listed in the RFGP.

V. ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA

The Bureau of Educational and Cultural Affairs places critically important emphases on the secure and proper administration of Exchange Visitor (J visa) Programs and adherence by award recipients and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62, including the oversight of Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

ECA will be responsible for issuing DS-2019 forms to participants in this program. A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://exchanges.state.gov> or from:

Office of Designation, Private Sector Programs Division
U.S. Department of State
ECA/EC/D/PS, SA-5, 5th Floor
2200 C Street, NW
Washington, DC 20037

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://exchanges.state.gov>.

VI. APPLICATION SUBMISSION

The RFGP indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are NO EXCEPTIONS to this deadline. For further information regarding this program or the competition, call Amy Schulz at (202) 632-6052, Youth Programs Division; Fax (202) 632-9355; Email: SchulzAJ@state.gov.